

Tattoo Parlor Licensure Requirements

To obtain a license for a tattoo parlor, applicants must apply for one of the two options outlined below in addition to obtaining a business license. Carefully review the descriptions of these options to determine the most suitable path for your business.

For inquiries or to initiate the process, please contact the Planning Division:

Phone: 303-658-2092

Email: planning@westminsterco.gov

Key Terms

- **PDP (Preliminary Development Plan):** The principal zoning entitlement document.
 - **ODP (Official Development Plan):** The site plan and record of the built environment.
 - **W.M.C.:** Westminster Municipal Code, which can be accessed via the link at the bottom of this email.
 - **PC (Planning Commission):** Advisory body for development approvals.
 - **CC (City Council):** Decision-making body for zoning and land use matters.
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Licensing Options

Option 1: Amendment of PDP and ODP

Advantages (if approved):

- Permanently adds "Tattoo Parlor" as an approved land use on the site.
- The land use is transferable to a new owner.
- Operations may be discontinued and resumed later.

Disadvantages:

- The approved land use applies to any potential competitor operating at the site.
- Typically requires a longer approval process (approximately 10+ months).
- Subject to extensive review and scrutiny.
- Requires amendments to both PDP and ODP, increasing development costs.
- Higher consulting fees for document preparation and research.
- Requires two public hearings (PC and CC), each with mailing/public notice requirements.

- Mandatory neighborhood meeting with public notification.

Note: If no modifications to the building or site are required, an ODP Amendment may not be necessary.

Option 2: Use by Special Permit (SUP) and ODP Amendment

Advantages (if approved):

- SUP is exclusive to the applicant's business at the site; another business would require a separate SUP.
- Generally, requires a shorter approval timeframe (approximately 8+ months).
- Subject to a lower level of review and scrutiny.
- Requires only an ODP Amendment, reducing development costs.
- Lower consulting fees for document preparation and research.
- One fewer public hearing compared to Option 1.

Disadvantages:

- The land use approval applies solely to "My Salon Suite" under the applicant's ownership.
 - The land use is not transferable to a new owner or business.
 - If operations cease for over a year, the permit cannot be reactivated.
 - Requires one public hearing before the Planning Commission (PC), with mailing/public notice requirements.
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Entitlement Processes

Option 1:

1. Staff Review
2. Planning Commission (Recommendation Body)
3. City Council (Decision-Making Body)
4. Appeals may be made to District Court

Relevant WMC Sections: 11-5-4, 11-5-5, 11-5-9, 11-5-10

Additional Considerations: Retail Commercial Design Standards, Landscape Regulations

Option 2:

1. Staff Review
2. Planning Commission (Decision-Making Body)
3. Appeals may be made to City Council

Relevant WMC Section: 11-4-8

Additional Considerations: Retail Commercial Design Standards, Landscape Regulations

Fee Structure

Option 1:

- **ODP Amendment:** \$400 x sq. root of acreage (\$400 minimum) (Tier 1)
- **PDP Amendment:** \$350 x sq. root of acreage (\$350 minimum) (Tier 1)
- **Public Hearings:** \$350 each (\$700 total for PC and CC meetings)
- **Public Hearing Signs:** Approximately \$300 each (three required per meeting; six total)
- **Document Recording (Mylar):** \$50 + \$20 per sheet

Option 2:

- **ODP Amendment:** \$250 (Tier 2)
- **Public Hearings:** \$350 each (\$350 total for PC meeting)
- **Public Hearing Signs:** Approximately \$300 each (three required; three total)
- **Document Recording (Electronic):** \$10 per sheet

For further details and to begin the application process, please contact the Planning Division.